

Educational Policies & Procedures

This Document can be found in its entirety beginning on page 231 of the 2008-2009 Hartwick College Course Catalog. The specific items referenced below can be found on pages 245 and 246.

Leave of Absence

A leave of absence may be granted to a student for a period of not more than one year nor less than one term. There are three kinds of leaves: general, academic, and medical.

General leaves are granted to students who need to take time away from their studies for financial, personal, or family reasons. A student desiring a general leave should consult with his or her advisor and then apply to the Office of Advising and Registration. A student returning from a general leave should notify the Office of Advising and Registration at least one month prior to the beginning of the term in which he or she wishes to return. For extension of leave past the originally specified leave period, the student should contact the Office of Advising and Registration.

Academic leaves are granted to students who wish to study at another college for a specified period of time. A student desiring an academic leave should contact the off-campus programs office for approval of the leave and the course of study. The student will be notified of approval in writing.

Two categories of ***medical leaves*** are granted:

1. for those students whose physical conditions require a more intensive form of treatment than the health center can reasonably provide, or
2. for those students whose emotional or psychological well-being would be better served by taking a term or more away from Hartwick for a more intensive form of treatment than the counseling center staff can reasonably provide.

Both categories of medical leave are granted upon approval of the Hartwick College medical director. A student in the first category should contact the health center to help him or her determine if a medical leave is appropriate. A letter from an attending healthcare provider documenting the student's condition will be required prior to the issuance of a medical leave in this category. Students seeking a medical leave in the second category must have a therapeutic relationship with a member of the College counseling center staff and/or a documented history of contact with a mental health professional(s) in which acute psychological distress has objectively been identified in order to receive consideration.

A student wishing to return from a medical leave must have his or her attending healthcare provider or mental health professional write a letter attesting to the appropriateness of returning and any follow-up treatment that will be required once reinstated. See the Wellness Center or Counseling Center staff for further information.